

**Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
Internship Position Description Form**

Date:
Program Name: Office of Technical Assistance and Technology
Location/Address: 100 Cambridge Street, 9 th Floor, Boston MA 02114

EEA INTERNSHIP POSITIONS ARE UNPAID

Brief Description of Intern Position:

This intern will provide assistance to the communications and outreach program at the Office of Technical Assistance (OTA). They will have the opportunity to learn about the Toxics Use Reduction program, pollution prevention in manufacturing, and the scope of regulatory requirements for environmental protection in Massachusetts. They will also gain experience in producing documents, data analysis and visualization.

Description of Internship Duties:

- Assist in producing written material on topics like: toxics use reduction, regulatory compliance, water conservation, and energy conservation.
- Assist in analyzing office data to produce a final multi-year report or infographic demonstrating the results of technical assistance
- Other tasks as needed: updating documents, proofreading, organizing spreadsheets, producing graphs and figures

Knowledge and Skills required:

- Excellent writing and editing skills
- Excellent spreadsheet manipulation skills
- Excellent communication and accountability
- Experience with data analysis and data visualization
- Experience with or interest in infographics a plus
- Experience with online research
- Self-motivation
- Positive work ethic

Hours per week:

20 hours per week preferred. Intern needs taken into account.